

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Concession Attendant/Cashier (Seasonal) Revision Date: 08/06
EEO Function: Parks & Rec
EEO Category: Admin. Support
Status: Non-exempt
Control No: 50803

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Alta Canyon Division Manager, oversees and operates the concession stand at Alta Canyon Sports Center and performs concessionaire duties.

III. Essential Duties

- Open/close cash register in accordance with Alta Canyon Sports Center Division procedures.
- Maintain efficient operation of all concession equipment by inspection and routine maintenance to reduce down time, to conserve energy and to ensure public safety.
- Serve customers in a friendly, professional, quick and efficient manner by having a thorough knowledge of the concession equipment and products sold.
- Inspect and maintain a sanitary and efficient food preparation according to all City and County Health Regulations.
- Responsible for keeping the concession area visually pleasing, clean and safe for customers by regular inspection, maintenance and cleaning.
- Balance tills according to procedures with no more than 1% difference during any shift.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Maintain an efficient inventory and ordering/receiving schedule to protect against theft and to project future needs and costs.

IV. Marginal Duties

- Establish a daily/weekly/monthly maintenance schedule for all concession equipment.
- Make staff assignments and set staff schedules to ensure adequate coverage for concession utilization, security and efficient customer service by conducting regular staff meetings and reviewing work schedules.
- Prepare and submit all purchase requests for procurement of supplies and equipment to the Recreation Manager for approval.
- Maintain proper use and care of the cash register, thereby avoiding repairs costs as set forth in the policies and procedures.

V. Qualifications:

Education: High school diploma or equivalent or current enrollment required.

Experience: One year experience in customer service preferred. Six months practical experience with cash register and food handling procedures. Must be 16 years of age.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Must have or able to obtain current Food Handler Permit. CPR / First Aid certifications and